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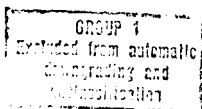
OFFICE OF SPECIAL ACTIVITIES  
OSA HEADQUARTERS DIRECTIVE 1-55

ORGANIZATION  
31 JULY 1964

MISSION AND FUNCTIONS STATEMENT

PROGRAMS STAFF

- (1) Mission. The Programs Staff (PS/OSA) is charged with assisting the Assistant Director (AD/OSA) in: planning and managing Agency/DOD research, development, production, and operational programs; defining OSA objectives in relation to its assigned mission; and management analyses, including OSA programs/projects, staffing pattern, organizational mission and functions, and OSA policies and procedures. The Programs Staff is to operate under the guidance of the AD/OSA and be responsive to requirements for assistance in the management of OSA. It is not the task of the Programs Staff to perform the technical portion of the OSA mission, but rather to assure that all available resources are programmed to accomplish the OSA mission in a timely, effective, and efficient manner.
- (2) Functions. The Programs Staff shall:
  - (a) Conduct such studies as are necessary to assist the AD/OSA in defining OSA objectives and operational concepts in relation to its assigned mission, and determining OSA staffing pattern, organizational mission and functions, and policies and procedures.
  - (b) Plan, schedule, and review, in conjunction with the Deputy for Technology and the Deputy for Field Activities, research, development, and operational projects in support of the OSA mission.
  - (c) Prepare and present staff studies, reports, charts, and briefings concerning budget formulation, program scheduling and progress, project assets and utilization thereof, problem evaluation and solution, and management analyses (includes programs/projects and internal OSA organization, man power, and operations).



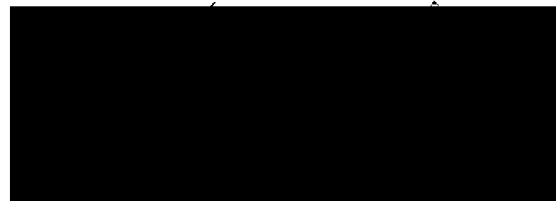
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- (d) Monitor expenditures of programmed funds through coordination with the appropriate OSA action units and the contractors. Obtain data, on a continuing basis, to assist in the efficient management of existing programs.
- (e) Analyze DOD Program budget allocations and recommend to the AD/OSA any changes to OSA activities occasioned by alterations in funding. Disseminate final budget data as appropriate.
- (f) With the assistance of OSA operating components, prepare and present to the AD/OSA the annual and projected DOD Program budget.
- (g) In conjunction with appropriate OSA components, establish and adjust, as necessary, relative priorities for projects. Compile, maintain, and distribute project priority lists.
- (h) Conduct periodic on-site surveys of field operations and facilities to determine the status of current activities and future planning.
- (i) Analyze requirements for new projects and formulate the OSA five-year planning document.

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Assistant Director  
(Special Activities)

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